

Department: County Human Services

Program Contact: Rob Kodiriy

Program Offer Type: Support

Program Offer Stage: As Adopted

Related Programs:
Program Characteristics:
Executive Summary

The Department of County Human Services (DCHS) Business Services and Operations provides administrative, financial and business support for the department. Services include development, management and administration of the department's budget; grants management; accounts receivable; accounts payable; purchasing; facilities coordination; information systems coordination; procurement and contracting, and customer service.

Program Summary

Business Services and Operations staff serve as liaisons between the department and internal service providers such as County Finance, Central Budget, Central Purchasing, and County Assets. Business Services and Operations supports the work of the department by providing: budget development, management and reporting; accounts payable and receivable; procurement and contracting; grant accounting and reporting; and implementation of, and compliance with, all county, state and federal fiscal policies and procedures related to the business of this department.

Nearly 45% of the total funds in the department are contracted to community-based providers for services to the vulnerable populations served by DCHS. Business Services and Operations personnel provide administrative and support services for the department; work across the county with other departments and agencies; and serve as liaisons between the department and internal service providers such as County Finance, Central Budget, and the Department of County Assets.

DCHS Business Services and Operations provides responsible leadership; produces sound budgetary and financial management; and delivers results that are consistent with the department's and county's priorities.

Performance Measures

Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer
Output	Percent of invoices paid in 30 days or less	76%	82%	77%	78%
Outcome	Percent of financial reports submitted to the grantor error free	99%	98%	99%	99%
Output	Number of executed contracts and amendments (*estimated based on FY16 volume)	400	360	320	350*
Outcome	Percent of annual contracts executed prior to start date	75%	85%	85%	85%

Performance Measures Descriptions

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2016	2016	2017	2017
Personnel	\$2,492,346	\$352,892	\$2,945,309	\$0
Contractual Services	\$62,256	\$7,000	\$125,010	\$0
Materials & Supplies	\$90,146	\$3	\$67,447	\$0
Internal Services	\$257,967	\$0	\$389,842	\$0
Total GF/non-GF	\$2,902,715	\$359,895	\$3,527,608	\$0
Program Total:	\$3,262,610		\$3,527,608	
Program FTE	25.41	3.59	28.00	0.00

Program Revenues				
Intergovernmental	\$0	\$350,737	\$0	\$0
Other / Miscellaneous	\$978,327	\$0	\$1,680,037	\$0
Total Revenue	\$978,327	\$350,737	\$1,680,037	\$0

Explanation of Revenues

\$1,680,037 - County General Fund Department Indirect: Based on FY17 Dept Indirect Rates published by Central Finance.

Significant Program Changes

Last Year this program was: FY 2016: 25002A-16 Business Services and Operations